

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, MARCH 8, 2022
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving a Class A intoxicating liquor and fermented malt beverage license to Festival Foods, for the period April 1, 2022 to June 30, 2022.
5. Discussion and consideration of approving a Class A intoxicating liquor and fermented malt beverage license to Hartford Mart, LLC, Hartford Shell, for the period April 1, 2022 to June 30, 2022.
6. Discussion and consideration of approving a cigarette and tobacco license and a weights and measures license to Hartford Mart LLC.
7. Discussion and consideration of approving a cigarette and tobacco license to Downtown Beverage.
8. Discussion and consideration of authorizing appropriate City officials to execute contract documents for the CDBG Capital Improvements for Harthaven and Washington Heights Senior Apartments with J.H. Hassinger, Inc., Menomonee Falls, in the amount of \$561,199. (Executive Summary attached)
9. Discussion and consideration of moving the Independence Park restroom remodel project currently approved in the 2023 Capital Improvement Program in the amount of \$70,000 for completion in the 2022 budget year. (Executive Summary attached)
10. Discussion and consideration of approving the an agreement with Architectural Design Inc., Erin, to complete the restroom remodel design plans for Willowbrook, Woodlawn Union and Independence Parks at a cost not to exceed \$12,924.79. (Executive Summary attached)
11. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

EXECUTIVE SUMMARY

TITLE: Washington Heights & Harthaven Capital Improvements.

BACKGROUND: In June 2021, the Wisconsin Department of Administration issued an award letter for \$544,643 for Grant CDBG-PF 21-67 to be used on projects at Washington Heights and Harthaven in the Community Development Authority (CDA). The first project to move forward with these grant reimbursement funds was a security camera system design and installation at Harthaven and Washington Heights Senior Apartments, which was approved in December 2021.

For the majority and remainder of the CDBG projects, the City of Hartford has competitively bid a variety of improvements for the Washington Heights and Harthaven senior apartments. The projects are largely funded with a Community Development Block Grant. Improvements include:

1. Harthaven Common Area Carpeting, Replace Commercial Washers and Dryers and Elevator Modernization.
2. Washington Heights Common Area Carpeting, Replace Furnace and Replace Air Conditioners, Install Bathroom Cabinets, Painting in Common Areas, Replacement of Kitchen Appliances.

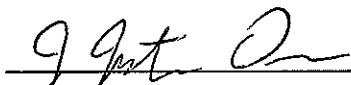
Two bids to complete the work as required were received as follows:

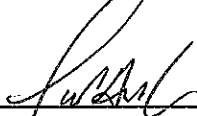
- A&N Contracting \$ 677,851.21

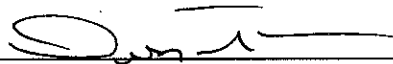
- Hassinger Construction \$ 561,199.00


FISCAL IMPACT: \$242,184, budgeted to Fund 541 (Harthaven), and \$319,015 budgeted to Fund 547 (Washington Heights). All but \$39,081.70 of these funds will be reimbursed by the CDBG-PF 21-67 grant upon completion of all of the proposed projects, likely late in 2022 or early in 2023. The remainder will be absorbed by CDA fund balance (\$16,968.84) and the Washington Heights Capital Improvement Reserve Fund (\$22,112.86).

RECOMMENDATION: Appropriate City officials are authorized to execute contract documents for the CDBG Capital Improvements for Harthaven and Washington Heights Senior Apartments with J.H. Hassinger Inc. N60W16289 Kohler Ln, Menominee Falls, WI 53051 in the amount of \$561,199.00.

PREPARED BY:  3/2/22
Justin Drew
Director of Community Development
DATE

REVIEWED BY:  3/2/2022
John P. Griffin
City Engineer
DATE

REVIEWED BY:  3/2/22
Dawn Timm
Finance Director/Treasurer
DATE

APPROVED BY:  3/2/22
Steve Volkert
City Administrator
DATE

ROUTING: Finance & Personnel: March 8, 2022
Common Council: March 8, 2022

7.05 Bid Schedule- Revised on 2.28.22

ITEM	DESCRIPTION	Unit Price	Extension
	Harthaven Capital Improvements		
1	Common Area Carpeting, 1485 SF	\$19,781.00	\$19,781.00
2	Replace Commercial Washers, 4-EA	\$10,901.00	\$10,901.00
3	Replace Commercial Dryers, 4-EA	\$9,694.00	\$9,694.00
4	Elevator Modernization, 1-LS	\$201,808.00	\$201,808.00
	Subtotal Harthaven	\$242,184.00	\$242,184.00
	Washington Heights Capital Improvements		
5	Common Area Carpeting, 8952 SF	\$102,232.00	\$102,232.00
6	Replace Commercial Washers, 6-EA	\$16,336.00	\$16,336.00
7	Replace Commercial Dryers, 6-EA	\$14,524.00	\$14,524.00
8	Instal I Bathroom Cabinets, 50 EA	\$28,612.00	\$28,612.00
9	Replace Furnace, 80K BTU, 8-EA	\$38,656.00	\$38,656.00
10	Replace Air Conditioner, 8-EA	\$31,820.00	\$31,820.00
11	3-Door Freezer, 1-EA	\$14,518.00	\$14,518.00
12	2-Door Freezer, 1-EA	\$10,822.00	\$10,822.00
13	3-Door Refridgerator, 1-EA	\$11,370.00	\$11,370.00
14	2-Door Refridgerator, 2-EA	\$16,539.00	\$16,539.00
15	Convection Oven 72,000 BTU, 1-EA	\$7,190.00	\$7,190.00
16	60-inch 5-Burner gas range w/ griddle & 2 ovens, 1-EA	\$9,990.00	\$9,990.00
17	Commercial Microwave Steamer Oven, 2100 W, 1-EA	\$5,871.00	\$5,871.00
18	Painting, 3500 SF	\$10,535.00	\$10,535.00
	Subtotal Washington Heights	\$319,015.00	\$319,015.00

TOTAL BID: **\$ 561,199.00** **\$ 561,199.00**

TOTAL BID IN WORD: Four hundred eighty-four thousand eight hundred sixty—three

(in words)

Note. Product name/model may be provided to convey the owner's expectations. Where this occurs, the bidder may substitute other product/make/model if sufficient documentation is provided with the bid to allow the owner to evaluate the alternate item(s) for approval at the time of the bid opening.

Executive Summary

Title: Recommendation to approve Architectural Design Inc. to complete restroom remodel design plans for Willowbrook, Woodlawn Union and Independence Parks.

Background: The 2022-23 Capital Improvement Program includes funding to complete remodeling of three park restrooms. This includes \$160,000 in the 2022 CIP schedule for Willowbrook Park and Woodlawn Union Park and \$70,000 in the 2023 CIP for Independence Park to complete design to be used for construction remodeling. These projects are funded from General Obligation Debt and also includes Community Development Block Grant (CDBG) funding which was awarded as it concerns the remodeling updates specific to restrooms ADA compliance. All restrooms have significant need for updates due to age and use and the remodeling of the spaces will include new interior finishes, lighting/electrical and restroom furnishings. In addition the design and new construction will update the entrances, doorways and interior spaces and entrances to be in compliance with the Americans Disability Act requirements for public restrooms. Staff is recommending the design services of Architectural Design Inc., Gene Eggert to complete the designs and specifications for construction. The scope of services included in the proposal consist of the following. Schematic design: Prepare partial as-built site plans and building plans based on the existing conditions. This includes a floor plan, interior elevation plan, exterior elevation plan and building section. Design Development: Preparing toilet space design and layout. Construction Drawings: Prepare final construction drawings for permitting and construction. Although structural engineering is not anticipated based on the initial site review plan discussion, the proposal also provides a \$500 per site estimate for these costs should structural changes be necessary. The proposal included the following breakout costs for each facility design work.

Independence Park	\$5,053.83 (includes \$500 estimate for structural engineering if needed)
Willowbrook Park	\$3,802.88 (includes \$500 estimate for structural engineering if needed)
Woodlawn Union Park	\$4,068.08 (includes \$500 estimate for structural engineering if needed)


Staff recommends moving forward with all three designs using the professional services of Architectural Design Inc. The Independence Park restroom project was not scheduled for work until the 2023 CIP. Soon after the 5-year CIP budget schedule was confirmed, information became available to staff that supports moving the project up to getting completed with the other two restrooms in 2022. Specifically this concerns that upon the City's acceptance of the CDBG grant award staff was notified by the CDBG grant management team member that all CDBG grant projects needed to be completed by October 31, 2022 in order to get reimbursement for costs. The Independence Park project is approved at \$70,000 of which \$15,000 is expected for CDBG grant reimbursement for ADA related construction updates. Since the biennial GO Debt borrowing cycle for years 2022-23 will make these funds available at the time of borrowing, staff is recommending the project is changed within the CIP and approved in the 2022 budget.

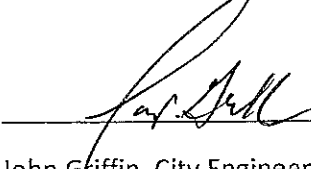
Fiscal Impact: The combined three restroom projects have a total approved budget of \$230,000. The architectural services proposal for Architectural Design Inc. is \$11,424.79 however it also includes an

estimate of \$1,500 for possible additional structural engineering that remains to be determined bringing the total cost to \$12,924.79. The funding for these projects are assigned to account numbers 426.426.574805.59201 Willowbrook, 426.426.574806.59201 Woodlawn Union, 426.427.574823.59201 Independence Park.

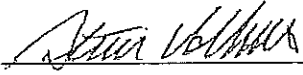
Staff Recommendations: 1. Staff recommends the moving the Independence Park restroom remodel project currently in the 2023 Capital Improvement Program schedule to the 2022 CIP schedule for in the amount of \$70,000.

2. Staff recommends entering into an agreement with Architectural Design Inc., Erin, Wisconsin to complete the restroom remodel design plans for Willowbrook, Woodlawn Union and Independence Parks at a cost not to exceed \$12,924.79

Prepared by  2/25/22
Mike Hermann, Parks and Recreation Director Date

Reviewed by  3-8-22
John Griffin, City Engineer Date

 2/25/22
Dawn Timm, Finance Director Date

Approved by  2-25-22
Steve Volkert, City Administrator Date

Routing: Park and Recreation Commission 3/2/22
City Council 3/8/22

City of Hartford Parks & Recreation Request for Proposal

The City of Hartford is requesting a professional service proposal to complete remodel design plans for Willowbrook, Independence, Woodlawn Union Park Restroom buildings.

Overview of facilities and work performance: The City of Hartford requires architectural services concerning the preparation of design documents for three existing park restroom buildings. These park sites include the following.

Willowbrook Park Stand Alone Restroom Building Men & Women restroom designs,
730 East Sumner Street, original construction 1930's (WPA Constructed Building)

Woodlawn Union Park Restroom and Open Shelter Building, Men & Women restroom design only,
1200 N. Wacker Drive, original construction 1965

Independence Park Restroom and Shelter Building Men & Women restroom design only,
880 S. Wilson Avenue, original construction 1987

Facility/Building Information: Willowbrook and Woodlawn Union buildings have slight interior modifications from the original construction however much of the interior design layout for the spaces and the furnishings remain as original for these buildings. Independence Park restrooms have not been remodeled or changed since the original construction. The City will provide schematic drawings it has to assist with new design plans. Field measurements will be necessary verify building plans.

Design goals: The primary goal for each restroom facility is to bring these buildings and facilities into ADA public restroom compliance. Specifically this includes the review and evaluation of the entrance doorways to ensure proper entrance access and compliance. The interior of these restrooms will require remodel plans to meet ADA compliance for public restrooms concerning toilet, urinal, sink fixtures and other supporting restroom amenities. Each restroom area requires new interior finishes to floor, ceilings, walls and construction will include the removal of existing equipment, demolition to be determined as part of the remodel design and installation of new restroom equipment to meet ADA public restroom spaces. The completed architectural drawings, specifications and documents prepared will be used by the City for construction bidding. The bidding and oversight of the construction will be managed by the City of Hartford.

Design compliance concerning Community Development Block Grant (CDBG): The City of Hartford has received partial project funding for all restroom renovations through a CDBG grant award. In order to receive grant reimbursement the design and construction work must meet the most current ADA design standards for public restrooms. Architectural services proposed must consider compliance measures of the CDBG program and the steps the City of Hartford must follow for the grant award. In summary the following have or will be evaluated and may impact the design. The City of Hartford in following CDBG procedures must obtain asbestos testing for each building. A report for each of the restroom facilities will be provided to the architect concerning any removal and/or remodel design steps that will be necessary to address any findings. The properties were evaluated concerning any floodplain restrictions and no adverse findings were identified for these buildings. The evaluation of environmental hazards was completed and identified that Independence Park and the facility is located on/adjacent to a former landfill site. The remodel project is not anticipated to impact the landfill as the preliminary changes to

entrances or new interior restroom design/finishes would not impact the landfill. Finally the evaluation of historical significance identified that Willowbrook Park restroom building could potentially qualify as a building for National Registry of Historical property. In 1992 an initial review had been filed with recommendation that the City complete a registration process for registry as a historical building. The process to fully register this building has not occurred. Through contact with the Wisconsin Historical Society (WHS) and sharing of the buildings original blueprints and images the City has been asked to continue towards the next steps for it to be fully registered. At this time it was suggested from WHS that remodel design plans use the following approach. The arched door entrances remain having a matched appearance to current stone materials and the arched windows in the buildings original plans while knowing a wider entry must be meet ADA door entrance requirements.

Timeline for design services and project construction: The proposal should consider the following schedule.

February 15, 2022 return proposal of services to the City of Hartford

February 22, 2022 City Council approval of architectural services proposal

February 22 - April 8, 2022, Meet with City staff to confirm the design approach and plan. Complete architectural designs/documents for construction specification and bidding for each park restroom building

April – May 2022, City of Hartford to bid the construction project

June 2022 City to award construction contracts

July – November 30, 2022, Construction of restrooms

Description of work and services to be outlined in the proposal: The proposal should include the following information.

Outline of all work including a breakdown of work and cost of services for each property site. Indicate those items which are included, excluded or TBD in the proposal. The planned approach should be outlined concerning meetings and steps from schematic design though completion of construction documents. The expected deliverables to be included.

1. Meetings with city staff
2. Schematic Design. Prepare partial as built plans/drawings. Prepare as built drawings. Proposed toilet room renovation design. Regulatory approvals if required to be listed with cost
3. Design & Development: Based on schematic design prepare the specifications of equipment and layout for each toilet room area.
4. Construction Drawings: Completion of design documents/drawings/blueprints for toilet room renovations.
5. Summary of deliverables at each step in the process and the costs for all services.
6. Construction bidding will be managed by the City of Hartford
7. Construction management and observation. To be determined. Provide the hourly rate for management services if requested in the future.

Return proposal by February 15, 2022 to: Mike Hermann, City of Hartford Parks and Recreation Director, 125 N. Rural Street, Hartford, WI. 53027